

Below you will find detailed instructions that will help you get started.

First, some PeopleSoft eProcurement guidelines:

If your agency is on PeopleSoft full financials (i.e. Accounts Payable, General Ledger, Purchasing), the following purchasing-related rules apply to you:

- All purchases for points 3, 4 and 5, regardless of dollar amount, should be entered into PeopleSoft.

If your agency is NOT using PeopleSoft at all yet, the following purchasing-related rules apply to you:

- Your agency must begin using PS within the next 30 days
- All QPA purchases for points 3, 4, and 5, regardless of dollar amount, should be entered into PeopleSoft as soon as you begin using the system
- All non-QPA purchases above \$500 should be entered into PeopleSoft
- All non-QPA purchases below \$500 should occur as they do today, outside of PeopleSoft, but must be entered by 6/1/03

If your agency is using PeopleSoft, but NOT on PeopleSoft full financials (i.e. Accounts Payable, General Ledger, Purchasing), the following purchasing-related rules apply to you:

- All QPA purchases for points 3, 4, and 5, regardless of dollar amount, should be entered into PeopleSoft
- All non-QPA purchases above \$500 should be entered into PeopleSoft immediately
- All non-QPA purchases below \$500 should occur as they do today, outside of PeopleSoft, but must be entered into PS by 6/0/03